

Dynamic Learning Maps (DLM) Test Coordinator Training

February 17, 2022

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RI Department of Education

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DLM/Kite Service Desk

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Monday – Friday 9:00am – 7:00pm EST

AGENDA

- Test Coordinator Monthly Webinars
- Overview of the RI State Assessment Program
- Overview of DLM
- Important Tasks for Test Coordinators
- Training Requirements for Test Administrators
- Monitoring Testing
- Educator Portal
 - Updating Users
 - Creating Rosters
 - Running reports

Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
- **REGISTRATION:** the link to register for the entire series can be found at www.ride.ri.gov/tc
- **Recordings:** All webinars are recorded. Presentation slide decks and the recordings can be found at www.ride.ri.gov/tc.

- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**

- February 16, 2022
- March 16, 2022
- April 20, 2022
- May 18, 2022

COVID and Distance Learners



- All state assessments are required to be administered in person, in the school building.
- Students who do not take the state assessments will be considered non-participants for accountability purposes.

Overview of the Rhode Island State Assessment Program (RISAP)

RI State Assessment Program Documents

www.ride.ri.gov/tc.

1. Important documents you need (www.ride.ri.gov/assessment-manuals)
 - Test Coordinator Checklist & Test Coordinator Manual
 - Test Administrator Checklist
 - Guide to Required Training
 - Educator Portal User Guide
 - Data Management Manual
 - Technology Specifications Manual
2. Register for the Test Coordinator Monthly Webinars.

District Test Coordinator Roles and Responsibilities:

RISAP Test Coordinator Handbook (page 9)

- Coordination of test administration across the district
 - Develop local policies and procedures to maintain test security
 - Investigate test security breaches and report them to RIDE as necessary.
 - Ensure that student data delivered to RIDE is accurate and up-to-date.
 - Ensure all staff involved with test administration are trained and receive their certification.
 - Ensure all students are tested.

Who can be a test administrator?

RISAP Test Coordinator Handbook (page 10)

- Individuals employed by the LEA as teachers
- LEA and school administrators
- Long-term substitutes
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certifications for their positions
- Teachers employed by the district who hold provisional certificates
- Paraprofessionals

NOTE: Student teachers may not administer state assessments but can assist the test administrator with materials.

Who Can Participate in the State Assessments?

RISAP Test Coordinator Handbook, page 16

- Students attending a public, charter, or state-operated school in Rhode Island are expected to participate in the state assessments for their current grade level.
- This includes students:
 - enrolled in public schools.
 - who are English Learners
 - who attend outplacement schools either in RI or another state.
 - who are incarcerated or in DCYF custody.
- Homeschooled students may participate in state assessments, free of charge, if participation is included in the student's homeschool plan.

Participation in the Alternate Assessments



- All public school students are expected to participate in the state assessments in one of three ways:
 - Without accommodations
 - With accommodations
 - Alternate assessments (DLM and Alternate ACCESS for ELs)
- All students must meet three alternate assessment criteria before they can participate.
 - IEP Teams must determine if the student meets the criteria.
 - To learn more about the criteria, visit www.ride.ri.gov/dlm

Current Grade Level

RISAP Test Coordinator Handbook, page 16

- **Current Grade Level** is the grade level recorded by the district for this school year in the Enrollment Census.
 - Testing the student at any grade level other than what is listed in the Enrollment Census may result in test scores being invalidated.
- **Students who skip grade levels** do not make up tests from previous grade levels.
- **Students who are retained** take the tests for their current grade level, *even if* the student took the same grade level test(s) the previous year.

Parent Refusals

RISAP Test Coordinator Handbook, page 18

- State assessments provide useful information to districts and schools.
- We encourage everyone to convey to families the importance of the information you and your teachers receive from the state assessments, the steps you've taken to ensure their children remain safe and healthy, and to encourage and welcome students to school and to participate in the state assessments.
- RI does not have a state system for collecting or tracking parent refusals.
 - “Students who do not test due to parent refusal will be considered non-participants for accountability purposes. LEAs may have policies regarding handling parent refusals; however, RIDE expects all students in tested grades to participate in the state assessments for their current grade level...” Test Coordinator Handbook, page 18.

Table of Alternate Assessments and Tested Grade Levels

RISAP Test Coordinator Handbook, page 4

	Alternate ACCESS for ELs	Dynamic Learning Maps		
Grade Tested	English language proficiency	ELA	Math	Science
K				
1	1			
2	2			
3	3	3	3	
4	4	4	4	
5	5	5	5	5
6	6	6	6	
7	7	7	7	
8	8	8	8	8
9	9			
10	10			
11	11	11	11	11
12	12			

Outplacement Student Enrollment Data



Report 1: Outplaced Enrollment

- For outplacement schools to verify the data RIDE receives from LEAs.

Report 2: Outplaced Student Report

- For LEAs that tuition students to outplacement schools.

Purpose:

- Student information for students in outplacement schools is notoriously out of date and inaccurate.
- It is difficult for LEAs and outplacement schools to verify student information without RIDE being the intermediary. These new reports allow the LEA and the schools to see where the problems are and to fix them quickly.

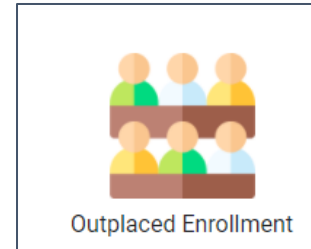
Outplaced Enrollment: Application for Outplacement Schools

For Outplacement Schools only. Outplacement school administrators must have RIDE Portal account.

- Create a RIDE Portal account at <https://portal.ride.ri.gov/Core/Default/CreateUser>

Steps for accessing the Outplaced Enrollment application:

1. Log in to RIDE portal: <https://portal.ride.ri.gov/Account/Login>
2. Click on All Applications on the left-hand side of the screen.
3. Click on the Outplaced Enrollment application:



4. Select the School Year: 2021-22

If you are an administrator of an outplacement school either in Rhode Island or in another state and you need access to this application, please create a RIDE portal account and contact Heather Heineke at heather.Heineke@ride.ri.gov.

Outplaced Enrollment Application

Outplacement schools will be able to see students by sending LEA.

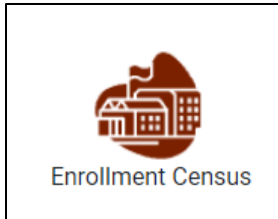
RIDE, School Year: 2021-22						
Students						
SA SID	Student Name	Grade	Alt Assessment	MLL	Start Date	Exit Date
Achievement First Rhode Island						
Bradley School North(08303)		04	N	N	08/26/2021	
Bradley School North(08303)		04	N	N	08/26/2021	
Bradley School North(08303)		05	N	Y	08/26/2021	
Blackstone Valley Prep, A RI Mayoral Academy						
Bradley School North(08303)		01		N	08/30/2021	
Bradley School North(08303)		03		N	09/30/2021	
Bradley School North(08303)		04		N	08/30/2021	
Bradley School North(08303)		06		N	08/30/2021	
Bradley School North(08303)		KF		N	12/15/2021	
Burrillville						
Bradley School North(08303)		04	Y	N	09/07/2021	
Bradley School North(08303)		04		N	09/07/2021	
Central Falls						
Bradley School North(08303)		05		N	08/27/2021	

Alternate Assessment Designation

MLL/ELL Status

Outplaced Student Report

- For LEA administrators:
 - data managers
 - test coordinators
 - special ed. directors
- Found in Enrollment Census application in eRIDE:



Information Services

eRide Home **Enrollment Census (2021-22)** District Menu Newport | Log Out

Submit Data | Duplicates | Check Demographics | Enrollment | Grade Config | Errors | Sch. Calendar | TCS Data | Advanced Courses

Instructions

Click on 'Report' to view and print a summary of students outplaced by district. School and district totals are **colored in red** to indicate that they are greater than their 5-year averages (greater than 20%).

Reports Last Updated: 1/13/2022 10:41:20 AM

Report Types: Outplaced Student Report

Outplaced Student Report: Students Outplaced by District - YTD

Code	District/School Name	Summary	Total	Baseline	Last Updated
21	Newport	Report	20	42	1/12/2022
21106	Frank E. (05-08)	Report	0	0	
21107	Claiborne Pell (PK-04)	Report	0	0	
21111	Rogers High (09-12)	Report	0	0	
21190	Administration (PK-12)	Report	20	42	1/12/2022

3. Click *Administration (PK-12)* to view list of students being outplaced from your district.

2. Select *Outplaced Student Report*

1. After logging in to eRIDE, go to the Enrollment Census for 2021-22.

Outplaced Student Report

- Submission Report
- Absence Excused
- Absence Un-excused
- Absenteeism
- ADA - State Calculated
- ADM - State Calculated
- CTE Concentrators Report
- CTE Participants Report
- Dropouts Report
- Early Dismissal
- EIS Report
- Graduates Report
- Homeless Report
- Outplaced Student Report**
- PLP Report
- RADM - State Calculated
- Retention Report
- Snapshot Report
- Student Contact
- Student Mobility

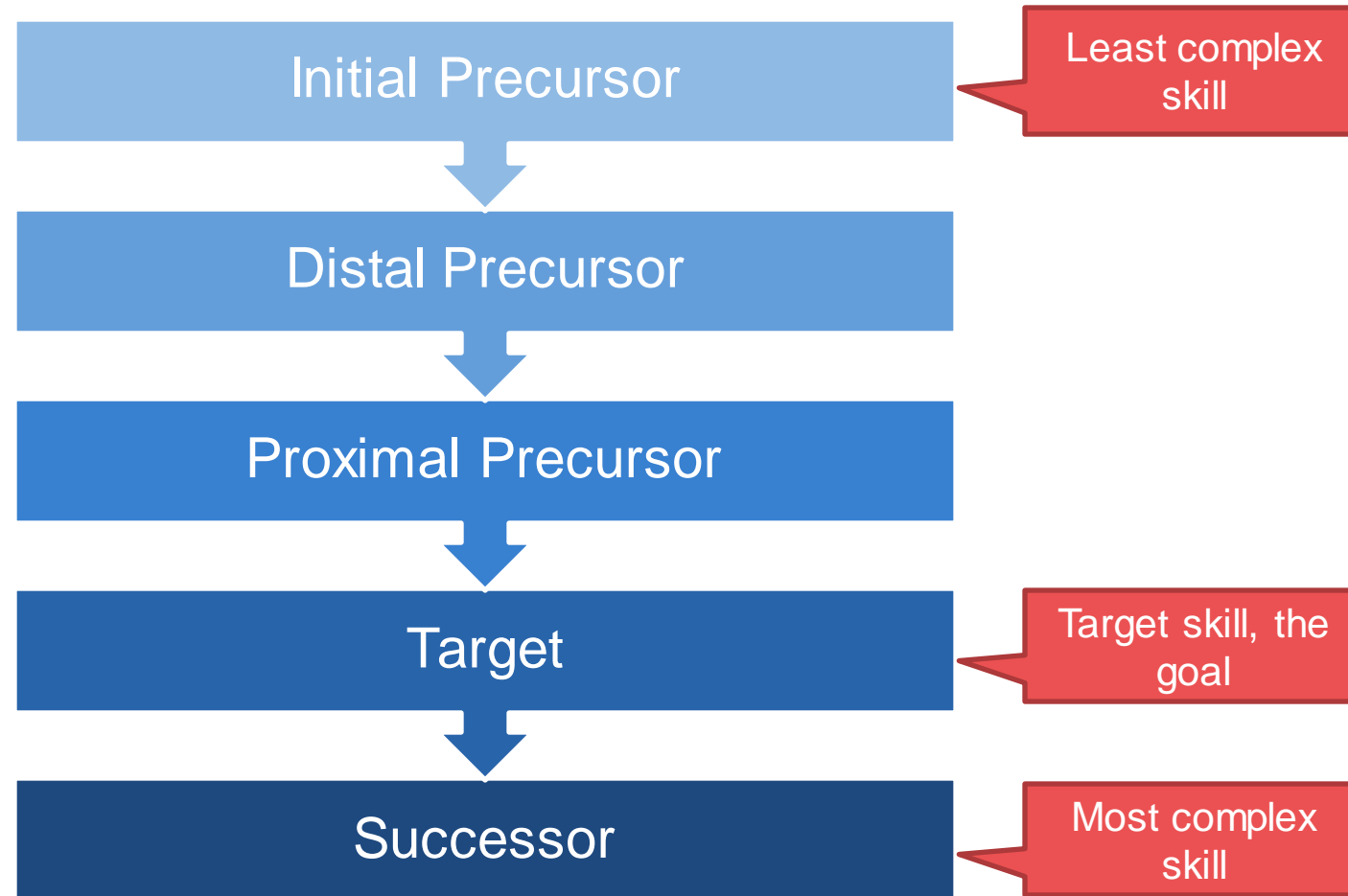
Overview of DLM



Test Design

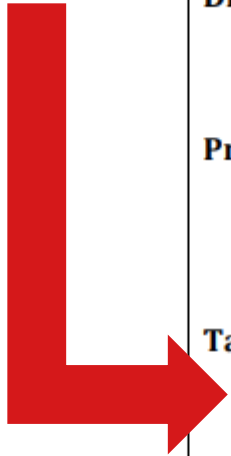
- **Testing Window:** April 4 – May 27, 2022
- The DLM tests measure ELA, math, and science knowledge using the Essential Elements (EEs).
 - The EEs are called “alternate achievement standards”
 - The EEs are aligned to the RI Core Standards in ELA and math and the NGSS for science.
- Each Essential Element is further “pulled apart” into smaller sections that create a map of knowledge and skills a student may progress through as they reach mastery of that EE.
 - These are the *learning maps* that make up the Dynamic Learning Maps assessments.
 - Each skill in the learning map is assigned a level of difficulty (called a *linkage level*).

The Linkage Levels are Levels of Difficulty



Essential Elements and Linkage Levels

EE documents are posted at www.ride.ri.gov/DLM

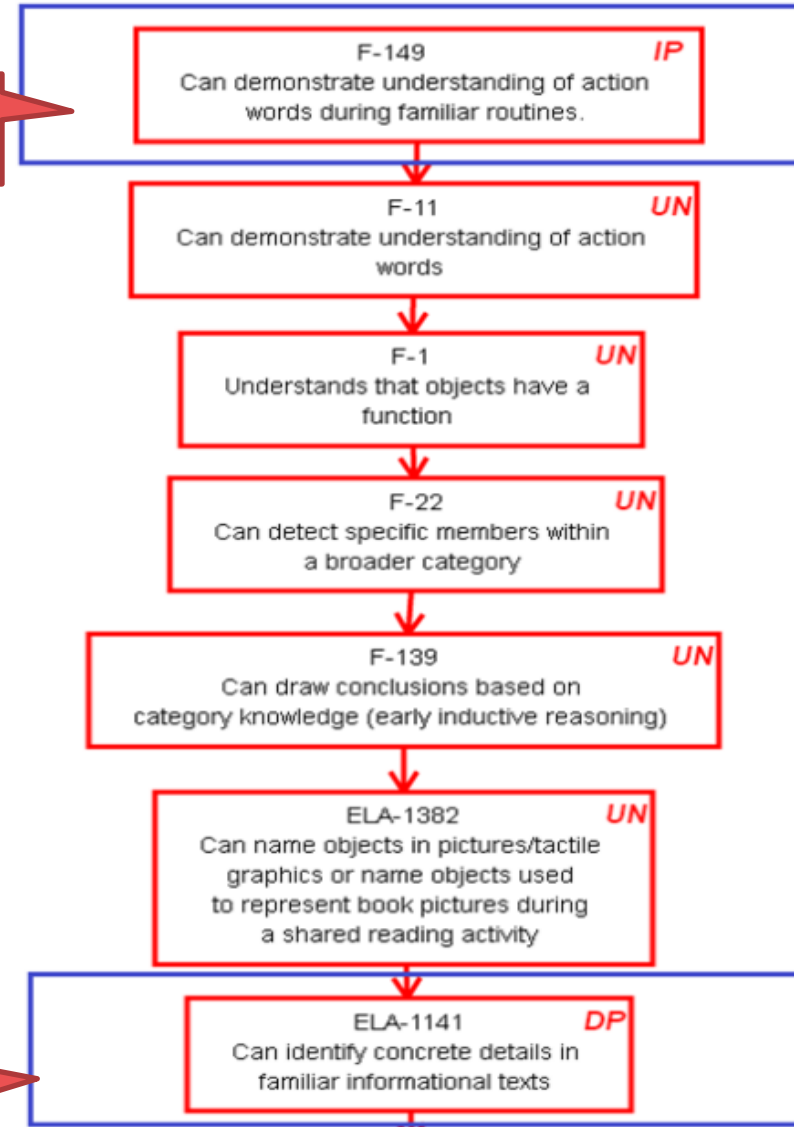
Grade-Level Standard	DLM Essential Element	Linkage Levels	
ELA.RI.6.5 Analyze how a particular sentence, paragraph, chapter, or section fits into the overall structure of a text and contributes to the development of the ideas	ELA.EE.RI.6.5 Determine how the title fits the structure of the text	Initial Precursor: <ul style="list-style-type: none">• Demonstrates receptive understanding of the action words that accompany familiar games or routines Distal Precursor: <ul style="list-style-type: none">• Can identify the concrete details, such as individuals, events, or ideas in familiar informational texts Proximal Precursor: <ul style="list-style-type: none">• Can determine if an informational text is providing information about events, giving directions, or providing information on a topic Target: <ul style="list-style-type: none">• Can understand how the title indicates information about or fits the structure of an informational text Successor: <ul style="list-style-type: none">• Taking the structure of the text into account, the student can identify how a fact, step, or event fits into the text	 <div>least complex</div> <div>most complex</div>

Essential Elements Mini Maps

EE documents are posted at www.ride.ri.gov/DLM

ELA.EE.RI.6.5 - Determine how the title fits the structure of the text.

Initial Precursor



Distal Precursor

EE documents are posted at www.ride.ri.gov/DLM

The Linkage Levels will blue boxes around them are tested and measured by at least one testlet. The skills marked “UN” are UN-tested but are necessary skills for a student to learn as they progress toward the Target. Untested skills are included for instructional purposes for teachers to scaffold learning for students.



The number of testlets in each grade by content area

Tested Grade	Mathematics Testlets	ELA Testlets	Science Testlets	Field Test Testlets
3	5	7		0 or 1
4	7	7		0 or 1
5	6	7	9	0 or 1
6	6	6		0 or 1
7	6	6		0 or 1
8	6	6	9	0 or 1
11	6	5	9	0 or 1

DLM: Test Coordinator Tasks

Test Coordinator Checklist



The DLM Test Administration System



The DLM Test Administration System

Kite Educator Portal: *Test Coordinator Tasks*

- Sign the Security Agreement
- Manage student data
- Create content area rosters
- Manage TA accounts
- Monitor testing progress
- Monitor training status
- Receive individual student score reports
- Receive district and school assessment results
- Download student data and score information.

Kite Educator Portal: *Test Administrator Tasks*

- Sign the Security Agreement
- Complete the First Contact Survey, Personal Needs and Preferences, and Accommodations
- Download TIPS Sheets
- Download Student Portal login information/testing tickets
- Monitor testing progress
- Receive individual student score reports for any student rostered to the teacher
- Download student data and score information.

First three steps

✓	Step
	1. Sign up for DLM Test Updates during the year at https://dynamiclearningmaps.org/test-updates .
	2. Register for the DLM Test Coordinator Training. Registration information can be found at www.ride.ri.gov/assessment-training . The slide deck and recording will be posted on that webpage after the webinar.
	<p>3. Confirm student eligibility to participate in DLM alternate assessments.</p> <ul style="list-style-type: none">• RIDE will upload students and register them for the DLM alternate assessments the week of January 10, 2022.• Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census.<ul style="list-style-type: none">○ For resources on determining eligibility for the alternate assessments, go to www.ride.ri.gov/dlm.○ The <i>RISAP Test Coordinator Handbook</i> contains all policies related to state assessments. Go to www.ride.ri.gov/tc to download.• Outplacement Schools: Any student tuitioned to a school either within our outside of Rhode Island is responsible for administering any state assessments required by the Rhode Island Department of Education for the student's current grade level. It is the responsibility of the sending district to ensure that the outplacement school tests the student at the correct grade level and in the correct content areas. If the grade level in the Enrollment Census do not match the grade level of the tests the student took, then any tests administered may be invalidated.

Step 4: Download the following documents

www.ride.ri.gov/assessments-manuals

DLM-Specific:

- Test Coordinator Checklist
- Test Administrator Checklist
- Test Coordinator Manual
- Data Management Manual
- RI Guide to Required Training
- Accommodations and Accessibility Manual
- Educator Portal User Guide

RISAP-Specific:

- RISAP Test Coordinator Handbook
- RISAP Accommodations and Accessibility Manual

Step 5: Activate Your Account in Educator Portal

- **Test coordinators:** Email Heather Heineke at heather.Heineke@ride.ri.gov if you need a new account.
- **Outplacement Administrators** (including out-of-state schools) have their own Kite Educator Portal accounts. LEAs *cannot* create accounts for outplacement schools. Email Heather Heineke if accounts need to be created.
- **Test Administrators:** Districts are responsible for creating test administrator accounts.

5. Log in to Educator Portal (EP)

New Test Coordinators: New test coordinators should contact their special education director for an account or contact heather.heineke@ride.ri.gov for an account. Once an account has been created for you:

- You will receive an activation email from KITE_support@ku.edu. You must click on the link in that email to activate your Educator Portal account.
- If you did not receive an automatic email from KITE_support@ku.edu, contact your district special education director or district testing coordinator to verify your email address and have it resent.

- **Watch:** *Getting Started in Educator Portal* (video: 4:51) at <https://dynamiclearningmaps.org/district-staff-video-resources-ye>.

Returning Test Coordinators: Last year's username will remain the same, but you will need to reset your password by clicking on *Forgot Password?* on the Educator Portal home page.

Step 6: Complete the Security Agreement in Educator Portal

	<div>6. Complete the Security Agreement in Educator Portal.<ul style="list-style-type: none">Read: <i>Test Administration Manual</i>, page 32 or <i>Educator Portal User Guide</i>, page 16.</div>
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- You must complete the Security Agreement each year. *NO* is the default setting so please read the security agreement and don't automatically click through it.
- Clicking through this step is a common mistake and the first thing to check if a teacher cannot see their students in Educator Portal.

Security Agreement Standards:

- Assessments (testlets) are not to be stored or saved on computers or personal storage devices; shared via email or other file sharing systems; or reproduced by any means.
- Except where explicitly allowed as described in the Test Administration Manual, electronic materials used during assessment administration may not be printed.
- Those who violate the Kite test security standards may be subject to their state's regulations or state education agency policy governing test security.
- Educators are encouraged to use resources provided by Kite Suite, including practice activities and released testlets, to prepare themselves and their students for the assessments.
- Users will not give out, loan or share their password with anyone. Allowing others access to an Educator Portal account may cause unauthorized access to private information. Access to educational records is governed by federal and state law.

Step 7: Review and Update Test Administrator Accounts in Educator Portal

7. **Review and Update Test Administrator Accounts in Educator Portal.** It is important that access to Educator Portal is given only educators who need it. Anyone who has an account, even if they have left your district or school, can access Educator Portal and that puts sensitive student information at risk.
- Teachers cannot begin to prepare for testing or complete their training requirements until they have a test administrator account in Educator Portal.
 - **Watch:** *Adding and Editing Users* (2:04 minutes) <https://dynamiclearningmaps.org/district-staff-video-resources-ye>.
 - **Read:** *Manage User Account for All States* (page 10) in *Educator Portal User Guide* for instructions on how to add and update users in Educator Portal.

Step 8: Develop a Training Plan for Test Administrators

RI Guide to Required Training at www.ride.ri.gov/assessment-manuals

- **No one** may administer the DLM assessments until they have completed the training requirements.
- Test coordinators must monitor training and keep track of who has completed their training.
- Training module information is tied to the user's account. The Training Courses system will assign either the New Test Administrator or Returning Test Administrator training based on whether or not the teacher administered the test during the previous year.
- Posttests must be passed (80%) before teachers are able to access student rosters.

8. **Develop a Training Plan for Test Administrators.** Test administrator training must be completed at least two weeks prior to the test window opening. Once test administrators have completed their training, they must print a certificate of completion.
 - **Read: Guide to Required Training (RI edition)** (www.ride.ri.gov/assessment-manuals)
 - All educators must have an account in Educator Portal before they can access the Moodle site to complete their training. Accounts are created in Moodle after an Educator Portal account is created and activated. Moodle accounts can be accessed **three hours after** the Educator Portal account is created.
 - **Last year's username and password** are still active and can be used to access Educator Portal and Moodle accounts. Forgot your username or password? Click *Forgot Password?* on the Moodle home page.
 - **New Test Administrators** must complete all four modules and take the post tests before they will be allowed to administer the DLM tests.
 - **Returning Test Administrators** do not have to complete all four training modules. Only one module is required for any teacher who administered the DLM tests last year and they must complete all four posttests (even though they don't have to view all four modules) before they will be allowed to administer the DLM tests. Educator Portal records determine who is a returning test administrator.

Step 8: Develop a Training Plan for Test Administrators

RI Guide to Required Training at www.ride.ri.gov/assessment-manuals

- If LEAs select the facilitated training option, test administrators are still required to complete the online post tests.

Districts have two options for training test administrators:

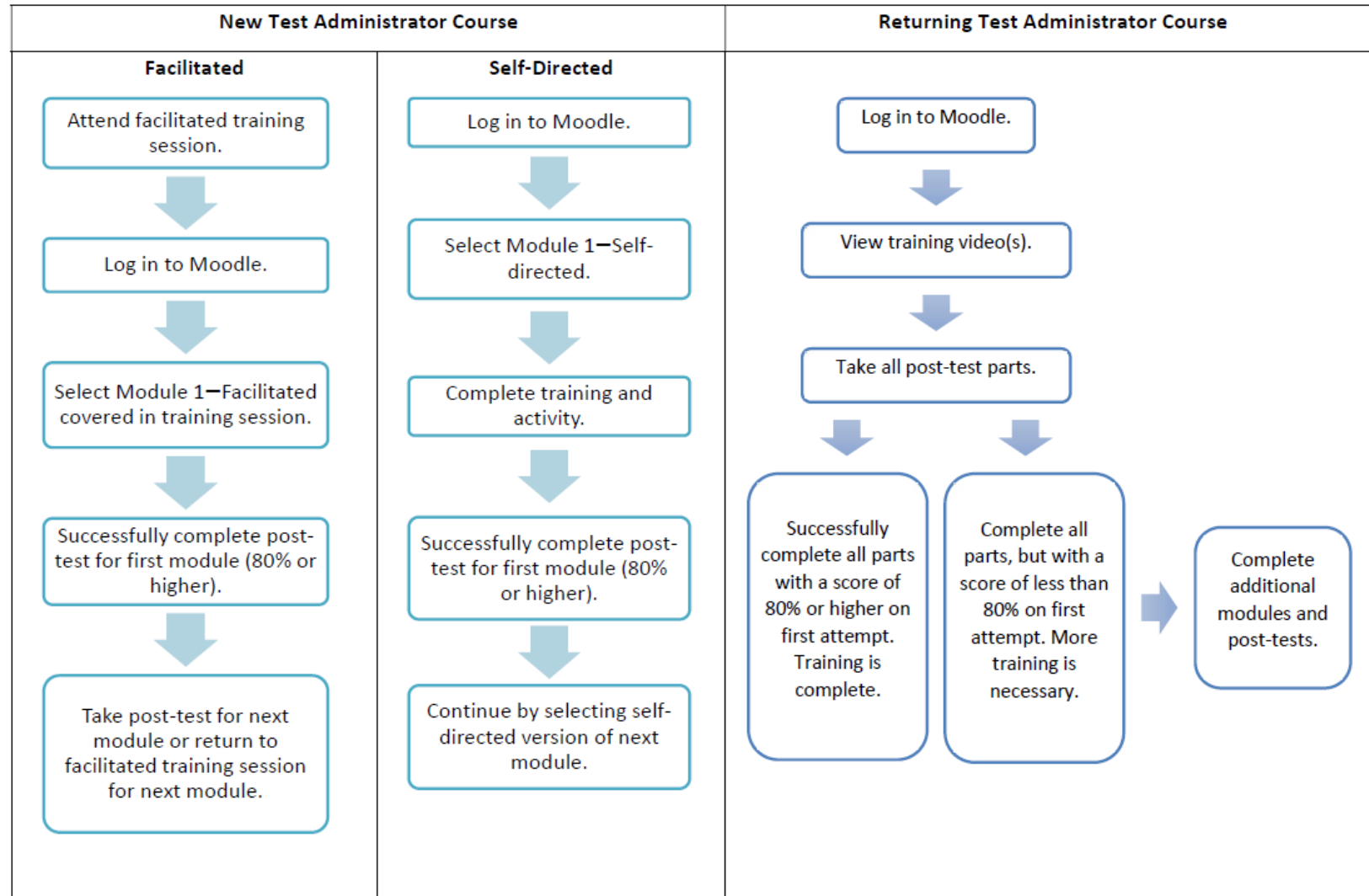
Option 1: Self-Directed Training using the Training Courses (formerly Moodle) training site.

- The Training Courses training site is separate from Educator Portal. When you create a teacher account in Educator Portal, another account is automatically created in the training site and can be accessed three hours after the Educator Portal created and activated.
- Access the training modules here: <https://training.dynamiclearningmaps.org/login/index.php>
- **Forgot your username or password?** Use the *Forgotten your username or password?* link on the Training Courses home page to reset your password.

Option 2: Facilitated in-person training led by district administrators.

- In the past, the most popular option since it ensures all teachers are properly trained and all questions are answered.
- The facilitated training presentations, transcripts, activities, and videos can be accessed from the Training Courses site only by district administrators.

Training Test Administrators




Step 9: Run the Training Status Extract in Educator Portal

- **No one** may administer the DLM assessments until they have completed the training requirements.
- Test coordinators must monitor training and keep track of who has completed their training.
- RIDE runs training reports regularly. If there is a test irregularity, whether or not the test administrator completed their training is something that will be investigated.

	9. Run the Training Status Extract in Educator Portal to ensure that all test administrators have completed the necessary training requirements.
✓	Step
	<ul style="list-style-type: none">• Read: <i>Understanding the Training Status Extract</i> in the <i>Educator Portal User Guide</i>, page 108.

Step 10: Create Student Rosters in Educator Portal



10. Create student rosters in Educator Portal.

- The week of January 10, 2021: RIDE will register students to the DLM Educator Portal; rosters can be created after this date.
- Rosters must be created for each content area:
 - English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11)
 - Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11)
 - Science (**ONLY** for grades 5, 8, and 11).
- Teachers cannot see students or complete the First Contact Survey until rosters are created and they have completed all of their required training.
- Step-by-step instructions for creating rosters can be found here:
 - Create a file for multiple teachers and schools, see *Manage Roster Data* in the *Data Management Manual* (page 123).
 - Create a roster manually, see *Create a Roster Manually* in the *Data Management Manual* (page 134).

Step 11: Ensure technology personnel installed Kite Student Portal on Assessment Devices.

11. **Ensure technology personnel installed KITE Student Portal on assessment devices.** The Student Portal is what teachers will use to administer DLM. It's where the actual test will be available for teachers to administer.
- The *Technology Specifications Manual* contains instructions for installing the KITE Student Portal on testing devices and can be found on www.ride.ri.gov/assessment-manuals and click on either the *Test Coordinator* or *Technology Coordinator* tab.
 - Download information can also be found at: <https://dynamiclearningmaps.org/kite>
 - If Kite Student Portal is not installed on the computer or laptops used for testing, contact your district assessment coordinator or technology coordinator.

Step 12: Ensure accommodations and test supports are updated in the student's IEP

12. Ensure accommodations and test supports are updated in the student's IEP

- Accommodations must be included in each student's IEP. If the accommodations need to be adjusted or added, they must be amended in the IEP before the student can begin testing by either convening a full IEP Team meeting *or* by following an amendment process set by the district.

State Policy:

- Testing may not begin until all accommodations are updated in the student's IEP.
- Either convene an IEP Team meeting or follow your district amendment process to update the accommodations in the IEP.

Step 13: Run the PNP report.

- | |
|--|
| <p>13. Run the PNP report in Educator Portal to ensure that each student's Personal Needs and Preferences Profile (PNP) is updated (<i>Educator Portal User Guide, Accessing All Extracts for All States</i> (page 96) and <i>Understanding the PNP Settings Counts Extract for All States</i>, page 105).</p> <ul style="list-style-type: none">• Test administrators cannot begin testing until the PNP is completed for each student.• Step-by-step instructions for completing the PNP can be found in the <i>Educator Portal User Guide</i>, page 28, <i>Complete the PNP Profile</i>. |
|--|

Step 14: Run the First Contact Survey Report in Educator Portal

14. Run the First Contact Survey report to ensure that it is updated for each student. Students will not be assigned testlets unless the First Contact Survey has been submitted.

- **March 21, 2022: All First Contact Surveys and Personal Needs and Preferences must be completed.**
- Read: Information on how to run and understand the **First Contact Survey data extract** can be found in the *Educator Portal User Guide* (page 104).
- Read: Step-by-step instructions for **completing** the First Contact Survey can be found in the *Educator Portal User Guide* (page 39).

Step 15: Schedule locations and times for testing

15. Schedule locations and times for assessment sessions.

- Test window: April 5 – May 21, 2021. All assessments must be completed by the end of the school day on May 21, 2021.

- ALL state assessments are to be administered in person, in school.
- Rooms should be consistent. One room for testing on one day and another on a different day is disorienting for students.
- A screened-off section of the students' regular classroom is acceptable as long as there is adequate privacy and no interruptions from other students.

Step 16: Monitor Testing and Testing Completion

✓	Step
	<ul style="list-style-type: none">• Read: Instructions on how to run and understand the Monitoring Report can be found in the <i>Educator Portal User Guide</i>, page 81.• Watch: <i>Test Administration Monitoring for Year-End States</i> (1:40 min) (https://dynamiclearningmaps.org/district-staff-video-resources-ye)

- It is important that test coordinators monitor DLM test administration like any other state assessment.
- Any violation of the security agreement is considered a test irregularity and should be reported to RIDE.

Test Irregularities in DLM

Not Reading all Materials:

- Not reading all directions for administering a testlet is a test irregularity. Each testlet comes with a TIPs sheet (Test Information Protocol) that tells test administrators what to do, additional adjustments that are allowable, materials, etc.

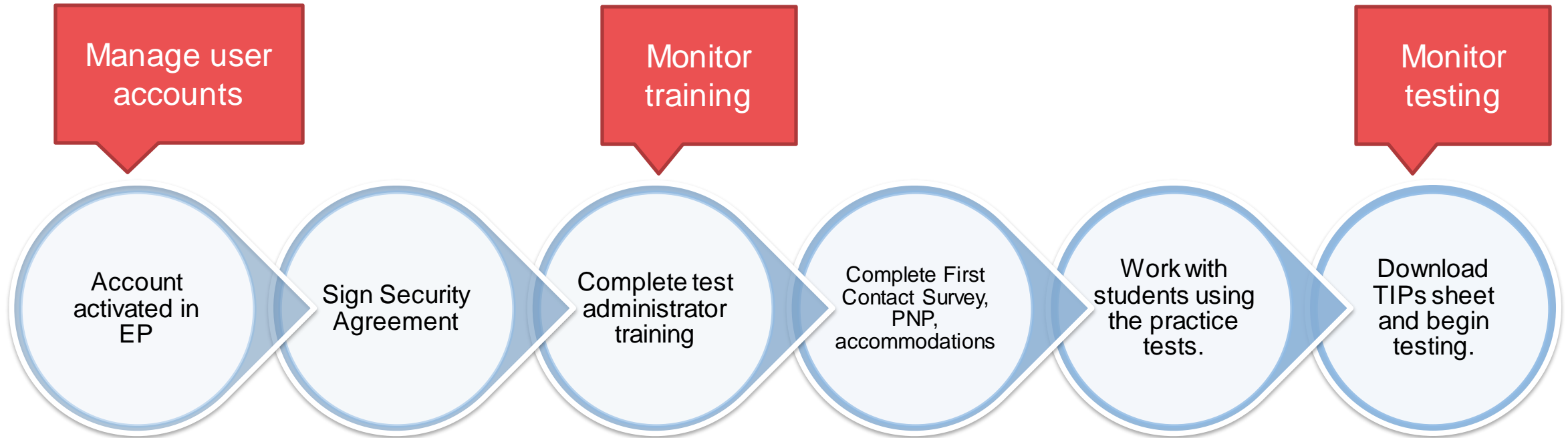
Short Testing Time:

- Student Portal keeps track of how long it takes to administer a testlet.
- RIDE can view the amount of time it takes to administer a testlet by school, teacher, and student.
- This report specifically identifies when testlets are administered in less than one minute (60 seconds).
 - Test administrators should not allow students to “click through” the testlet and should stop students from doing so.
 - Testlets administered in under 60 seconds may be invalidated and reset so that test administrators are required re-administer the testlet.

Practice Testlets

- **Practice Testlets are available for ELA, math, and science**
 - Not all grade levels are available but testlets are available for elementary, middle, and high school.
- **Paper/PDF Testlets**
 - <https://dynamiclearningmaps.org/about/tests/releasedtestlets>
- **Computer-delivered practice testlets** available through the Student Portal
 - <https://www.ride.ri.gov/released-items>: includes instructions for logging in to the Student Portal.

Recap of testing process



Demonstration in Educator Portal

<https://educator.kiteaai.org/AART/userHome.htm>

- Review of Kite Educator Portal features
- Where to go if you need help
- How to complete the First Contact Survey, Personal Needs Profile, and Accommodations
- How to create and edit user accounts
- How to roster students
- How to add and transfer students
- Reports:
 - Manage Tests
 - Monitoring Summary
 - Data Extracts (First Contact File; PNP Settings; Roster; Training Status)
- How to read the Manage Tests feature
- Review of the Reports feature, including how to find Individual Student Reports

DLM Updates: Virtual workshop on Essential Elements for teachers

March 21: All First Contact Surveys and Personal Needs and Preferences must be completed.

March 14: Virtual workshop on Essential Elements for teachers

- Two sessions:
 - Session 1: 8:30 – 11:30AM
 - Session 2: 12:30 – 3:30PM
- Registration: <https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1829>
- 60 participants max per session.
- **Objectives:**
 - what the Essential Element alternate achievement standards are,
 - how to use the Essential Element mini-maps to develop instructional plans and IEP goals,
 - instructional resources aligned to the Essential Elements, and
 - how to use the DLM student report to understand students' achievement toward meeting the Essential Elements.

Reference Information

2021-2022 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	February 18, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	February 18, 2022
NAEP (selected schools)	Reading, Math Civics & U.S. History	4, 8 8	January 24, 2022	March 4, 2022
RICAS	ELA	3-8	March 28, 2022	April 29, 2022
	Math	3-8	April 25, 2022	May 27, 2022
DLM	ELA, Math Science	3-8 5, 8, 11	April 4, 2022	May 27, 2022
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022

2021-2022 State Assessment Calendar: High School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	February 18, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	February 18, 2022
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 4, 2022	May 27, 2022
PSAT10	Reading, Math	10	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
RI SAT School Day*	Reading, Math	11	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022

* **RI SAT School Day** also has a Paper test date (April 13; make-up April 26) for homeschooled students and RI students enrolled in out-of-state schools. However, some students requiring a paper test as an accommodation may either be tested on April 13 or during the accommodated testing window, depending on the type of accommodation.

State Assessment Resources: Where to find help

These websites are referenced the most in our state assessment guidance materials

Webpage Name	Contents	Link
RISAP Test Coordinator Information	Updates, memo archives, monthly webinar registration link and recording/presentation archive, help desk and general RISAP info	www.ride.ri.gov/TC
Assessment Schedules	State testing windows for all assessments	www.ride.ri.gov/Assessment-Schedules
Assessment Manuals & Materials	Manuals, guides, and links to assessment websites to support administration	www.ride.ri.gov/Assessment-Manuals
Statewide Assessment Training	Training requirements and resources for test coordinators and test administrators, training calendar	www.ride.ri.gov/Assessment-Training
Assessment Accommodations	Accommodations and Accessibility Features Manual, assessment-specific resources	www.ride.ri.gov/Accommodations
Assessment Exemptions	Information about medical exemptions	www.ride.ri.gov/Exemptions
Assessment Results	Assessment reporting website resources and archive	www.ride.ri.gov/Assessment-Results
Released Items / Practice Tests	Released items, practice tests, and other resources	www.ride.ri.gov/Released-Items

DLM and Alternate Assessment Resources

Webpage Name	Contents	Link
One Percent Rule:	Information on the one percent threshold, statewide, on the number of students taking alternate assessments	www.ride.ri.gov/One-Percent-Rule-Assessment
Alternate ACCESS for ELLs	Information on students who are English learners and who qualify for the alternate assessment.	https://wida.wisc.edu/assess/alt-access
DLM-Specific:	DLM Alternate Assessment	www.ride.ri.gov/DLM
	Essential Elements	www.ride.ri.gov/DLM
	Eligibility for Alternate Assessments	www.ride.ri.gov/DLM
	Dynamic Learning Maps	www.dynamiclearningmaps.org

Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov
- Assessment Resources: www.ride.ri.gov/TC
 - Manuals: www.ride.ri.gov/assessment-manuals
 - Training: www.ride.ri.gov/assessment-training
 - Accommodations: www.ride.ri.gov/accommodations
- Assessment Data Portal:
 - Public Site: <https://www3.ride.ri.gov/ADP>
 - Confidential Site: <https://portal.ride.ri.gov/Account/Login>
- Ana Karantonis (ACCESS for ELLs, psychometrics)
 - 401-222-8940
 - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, PSAT10, SAT, accommodations)
 - 401-222-8493
 - Heather.Heineke@ride.ri.gov
- Jackie Branco (NAEP, data quality)
 - 401-222-4685
 - Jacqueline.Branco@ride.ri.gov
- Kamlyn Keith (RICAS, NGSA)
 - 401-222-8413
 - Kamlyn.Keith@ride.ri.gov
- Phyllis Lynch (Director of Office of Assessment)
 - 401-222-4693
 - Phyllis.Lynch@ride.ri.gov